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STATINTL

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CONFIDENTIAL

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

2100

SUGGESTION NO. 64-89: dated 8 October 1963

[REDACTED] Intelligence Officer, Photo  
Analyst, GS-11, NPIC/PID/MEB

25X1A

A. Summary of Suggestion

SUBJECT: Improvement in Photo-Viewing Conditions, NPIC

FORMER METHOD: Photo Analysts wearing glasses could not use plastic eye cups provided with the B&L stereo microscope. Inability to use the cups caused:

Scratching the analysts eyeglasses from constant contact with the metal rim of the stereo microscope eyepiece.

Glare from the light table to a higher degree than to an analyst that does not wear glasses. This led to eye fatigue and did not permit optimum viewing conditions.

SUGGESTION: That rubber rings, similar to garden hose washers, be attached (by glue if necessary) to the eyepieces. Proper size washers would permit attachment of plastic eye cups by analysts not wearing glasses and would not in any way hinder full use of available lens aperture.

That a plastic skirt be supplied to serve as a glare shield for analysts who wear glasses. The skirt should be designed so it drops easily over the top of the viewing head and serves as a shield between the eyes and the light table surface.

B. Summary of Evaluation

After extensive evaluation by NPIC research and development experts and photo interpreters, this suggestion was adopted in November 1964. TSD fabricated 125 pair of soft rubber eyepiece rings to fit over the B&L microscope eyepieces. Use is widespread and has proven quite a satisfactory aid to photo interpreters wearing glasses.

As a result of the second proposal by the suggester, a prototype plastic light shield was made by TSD/DDP and furnished NPIC for evaluation. This item was enthusiastically received by CIA/PID and NPIC/PAG. A contract is now being formulated to fabricate 50 of these items for use in both components.

The NPIC Suggestion Awards Panel considered these solutions as an inexpensive interim measure. They recommended a \$50.00 award based on intangible benefits Slight-Local. Another employee suggestion (No. 64-103) is currently under study and calls for periodic eye examinations of all photo interpretation personnel and

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

providing optically ground eyepieces to fit the individual needs of photo interpreters needing glasses. If Suggestion No. 64-103 is eventually adopted, the eyepieces and plastic light shields would probably be phased out.

C. Recommendation of Executive Secretary

1. Not line-of-duty.
2. \$50.00 award based on intangible benefits Slight-Local

D. Decision of the Chairman



A/Chairman, Suggestion Awards Committee

\$50  
Award

21 Dec 64  
Date

25X1A

C O N F I D E N T I A L

ADMINISTRATIVE - INTERNAL USE ONLY

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-259: dated 18 May 1964

DDI/NPIC/CSD

Clerk-Typist, GS-4

STATINTL

A. Summary of Suggestion

1. The suggester proposed the use of a special Royal manual 1/4 inch typewriter, available in his Branch, to do lettering in the NPIC Map Section, instead of using the Leroy set lettering.

B. Summary of Evaluation

1. The NPIC Suggestion Awards Panel adopted this proposal. Beginning in March 1964, the Map Section, NPIC, received shipments of over 13,000 newly designed plastic boxes for filing maps and related materials. This meant a complete overhaul of the old map system, changing from GAYLORD Pamphlet boxes to the new.

2. The special Royal typewriter has the same size lettering as the Leroy Template. As a result, the job was accomplished at a considerable savings in time. The making of new labels is now a continuous activity on this typewriter.


C. Recommendation of the Executive Secretary

1. Not in line of duty.

2. \$15.00 award based upon Intangible Benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

STATINTL

  
A/Chairman, Suggestion Awards Committee

~~\$~~  
15  
Award

Date

21 Dec 64

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE--INTERNAL USE ONLY

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-273: dated 17 June 1964

STATINTL

[REDACTED] Negative Engraver, GP,  
OL/PSD/Plant No. 2

A. Summary of Suggestion

1. The suggester designed an improved screen angle indicator for printing when half-tone screens are employed. Such screens must be placed at definite angles to prevent a moire (frosty, cloudy appearance). Formerly, the lithographer used a protractor and a magnifying glass and his own professional judgement.

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2. This suggestion is an improvement over an earlier suggestion submitted by [REDACTED] in April 1959 for which he received a Certificate of Appreciation. His 1959 suggestion encompassed a half-circle indicator, but did not ensure the same degree of precision as this innovation.

B. Summary of Evaluations

1. OL/PSD said they use several of these indicators regularly; that this screen is more useful and eliminates the chance of human error; and that they estimate about \$250.00 in labor savings each year.

2. TSD, NPIC, and ORR do not use this indicator. TSD and NPIC prefer the commercial items.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. \$15.00 award based upon intangible benefits, Slight-Limited.
3. Referral to GPO and Army Map Service.

D. Decision

STATINTL

[REDACTED]  
A/Chairman, Suggestion Awards Committee

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Award

Date

21 DEC 64

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-291: dated 21 May 1964

[REDACTED] Archives Assistant, GS-07  
Records Center, Disposition Branch

25X1A

A. Summary of Suggestion

Eliminate an unnecessary and extra duplicate file on Form 140 listing all records retired to the Center.

B. Summary of Evaluation

The Archives and Records Center file maintains a permanent record of all receiving and disposition actions. This proposal brought to light an obsolete requirement of no value today. (NOTE: The Alternate Chairman, Suggestion Awards Committee approved a Certificate of Appreciation for the suggester on 2 November 1964)

Before the certificate was awarded to the suggester, Chief, Records Admin. Staff reported that additional benefits had been realized. He said that:

a. No great savings were made by typing four copies instead of three. However, the action did not stop with the typing; the forms are logged out, mailed, received, logged in, and filed.

b. By elimination of this requirement by OCI, the Records Center was able to adopt another suggestion which eliminated the printing, preparation and typing of 4,500 forms annually.

c. He recommended a minimum cash award of \$25.00.

C. Recommendation of Executive Secretary

1. Not in line-of-duty (but related).
2. \$25.00 award based upon Intangible Benefits (SLIGHT-LIMITED).

D. Decision of Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

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Award

21 DEC 64  
Date

C O N F I D E N T I A L

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-36: dated 5 August 1964

25X1A

[REDACTED] Budget Assistant, GS-8,  
DDS&T/Admin./B&F

A. Summary of Suggestion

Suggester proposed that Form 1642, "Requisition Control Record," be revised to record the subsequent "issue" information.

B. Summary of Evaluation

Office of Finance reports that Form 1642 is used by 50 per cent of Agency budget and fiscal officers, many of whom use a similar method for cross-referencing obligations and liquidations. Finance has ordered the new form; they use about 2,400 a year. The suggester, who uses about 20 forms a month, estimates a savings of about an hour each month. Finance estimates about \$2,000 annually in man-hour savings for the entire Agency. (Samples of the old and new forms are attached.)

C. Recommendations of Executive Secretary

1. Not in line of duty.
2. \$50.00 award based upon intangible benefits, Slight-Local.

D. Decision of Chairman

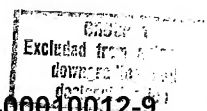
25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

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Award

21 DEC 64  
Date

C O N F I D E N T I A L



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REQUISITION CONTROL RECORD

TYPE OF AUTHORIZATION

COMPONENT

ACTIVITY

PAGE NO.

OFFICE

COST CENTER NO.

FISCAL YEAR

DATE  
19  
(1)

REFERENCE  
(2)

DESCRIPTION  
(3)

AUTHORIZATION  
RECEIVED  
(4)

REQUISITIONS  
PLACED  
(5)

REQ  
LTQ  
(6)

DELIVERIES  
(7)

AVAILABLE  
BALANCE  
(8)

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SECRET

SECRET  
(When Filled In)

## REQUISITION CONTROL RECORD

TYPE OF AUTHORIZATION

COMPONENT

ACTIVITY

PAGE NO. 1

OFFICE

COST CENTER NO.

FISCAL YEAR

DATE  
1964  
(1)REFERENCE  
(2)DESCRIPTION  
(3)AUTHORIZATION  
RECEIVED  
(4)REQUISITIONS  
PLACED  
(5)REQ  
L/O  
(6)ISSUES  
DELIVERIES  
6AVAILABLE  
BALANCE  
7

1 Aug 4 1-17 Typewriter

400 -

2 Aug 16 2-2 Xerox supplies

75 -

3 Aug 19 Dividers

100 -

4 etc.

Revised Form  
Sample

7 Oct 4 Sept. IBM issues run

25 -

425 -

8 Oct 31 23 Table setting

50 -

SECRET

SECRET

(When Filled In)

## REQUISITION CONTROL RECORD

TYPE OF AUTHORIZATION

COMPONENT

ACTIVITY

PAGE NO.

2

OFFICE

COST CENTER NO.

FISCAL YEAR

DATE  
1964  
(1)REFERENCE  
(2)DESCRIPTION  
(3)AUTHORIZATION  
RECEIVED  
(4)REQUISITIONS  
PLACED  
(5)RFO  
LJO  
(6)ISSUES  
DELIVERIES  
(8)AVAILABLE  
BALANCE  
(7)

24 Nov. 32

Inspector

800 -

14 Dec

16 Nov IBH Issues Run

658

68 42

-

31 - - - -

570 -

SECRET

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-57: dated 21 July 1964

DDI/NPIC/PID/OSS

Photo Spec., GS-6,

A. Summary of Suggestion

SUBJECT: Polaroid Slide Masks

FORMER METHOD: Prints copied on Polaroid transparency film were classified by use of security classification strips produced by the Headliner machine--a time-consuming production. Furthermore, the film positives copied on the Polaroid Camera or the Perkin-Elmer enlarger were classified with "rub-on" materials after the slide had been made, which was also unsatisfactory. In each method, the slide had to be mounted with masking tape when bound in glass for projection.

SUGGESTION: That Polaroid slide masks be produced with the slide masks pre-printed. (See attached sample.) A reproducible master is made by using Diazo materials. The advantage is that the frames block out the area surrounding the Polaroid slide and place the required classification at the top and bottom of each slide in one operation. Frames are produced within NPIC using Diazo materials expediting the production of automated briefings.

B. Summary of Evaluation

NPIC adopted the suggestion in the Photographic Intelligence Division. They estimate savings of 150 to 300 man hours annually. Also, appearance of the slides is greatly improved.

C. Recommendation of Executive Secretary

1. Not line-of-duty.
2. \$50.00 award based upon conservative man hour savings valued at \$1,000 annually.

D. Deci

25X1A

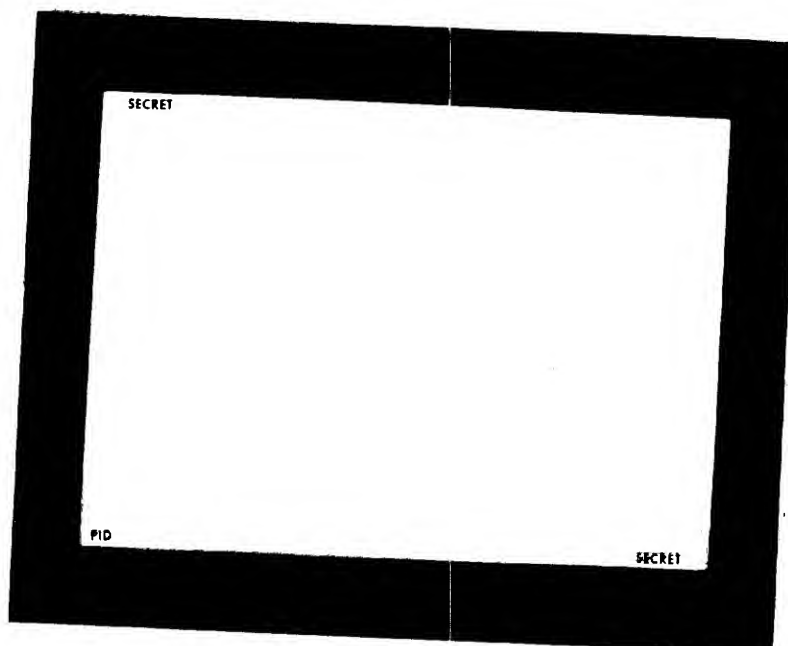
A/Chairman, Suggestion Awards Committee

Award

Date

21 DEC 64

ATTACHMENT TO EMPLOYEE SUGGESTION 65-57



S E C R E T

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-86: dated 18 September 1964

[REDACTED] Clerk-Typist, GS-4,

DCI/Cable, Secretariat

25X1A

A. Summary of Suggestion

1. Suggester proposed making a pre-printed ACTION CHANGE Cable form on a reproducible mat, leaving room for the printing of data by the analyst. (Cable Secretariat has the equipment to pre-print mats.)

2. Formerly, data was taken from a Form 1604, entered on a reproducible mat by a typist who also inserted dissemination information received from the analyst. This operation entailed pulling a file copy, prescribing a dissemination, and passing the information (three sheets of paper) to the typist for final processing.

B. Summary of Evaluation

1. The basic idea has been adopted. During the first month a number of revisions were made to facilitate its use.

2. Deputy Cable Secretary estimates some \$600.00 in annual man hour savings.

C. Recommendation of Executive Secretary

1. Not in line of duty.

2. \$30.00 award based upon \$600.00 estimated annual tangible savings.

D. Decision of Chairman

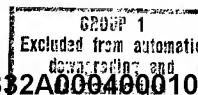
25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

\$ 30  
Award

Date

21 DEC 64



C-O-N-F-I-D-E-N-T-I-A-L

21 December 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-94: dated 7 October 1964  
[REDACTED] Exec. GSD/SI, GS-12  
DDS&T/OSI/GSD

A. Summary of Suggestion

1. Suggester proposed that VISITOR IN AREA signs be displayed in hallways as a warning to cleared personnel coming into the area. Uncleared persons (contractors, consultants, and repairmen) frequently go behind the barrier.

2. Although properly escorted and material is secured, there is no signal for warning cleared persons that an uncleared person is present.

B. Summary of Evaluations

25X1A

1. [REDACTED] Chief, SISS, stated that this would not enhance security. He said that uncleared visitors to the Special Center are handled on an individual basis and require special security safe-guards.

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2. DDS&T/OEL, [REDACTED] recommended adoption.

25X1A

3. DDS&T/OSI Executive Officer, [REDACTED] stated that OSI will adopt this proposal.

25X1A

4. [REDACTED] Security Officer for Assistant Director, DDS&T, stated as use is expanded in OSI, other activities might also adopt it.

C. Recommendation of Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A

[REDACTED]  
A/Chairman, Suggestion Awards Committee

*Certificate of Appreciation*  
Award

Date

21 DEC 64



